

## STRAFFAN CAMOGIE CLUB VOLUNTEER POLICY AND PROCEDURE

As per the [Code of Behaviour](#) (agreed between the Camogie Association, the GAA and the LGFA), all clubs need to follow strict recruitment and selection procedures for all those who volunteer to help in any capacity with the club.

*This Code of Behaviour (Underage) affirms the policy position that all coaches, prior to commencing their role(s) with children, must:*

- *Undergo vetting or police background checks*
- *Must attend relevant child safeguarding training as approved by our Associations*
- *Must obtain a minimum coaching qualification*

*The following recruitment and selection guidelines are put in place as a support mechanism so as to ensure that those recruited adhere to the best possible standards that we have adopted in ensuring that our Games are played and promoted in an enjoyable, safe and developmental environment.*

The GUIDANCE ON RECRUITMENT AND SELECTION states that:

*It is essential that all adults who have undertaken a role of responsibility with children and young people, whether in a paid or unpaid capacity, should undergo a comprehensive recruitment and selection procedure prior to commencing their role. The recruitment of adults who work with underage teams should be co-ordinated by a senior and experienced member of the club, with the advice or involvement of the Children's Officer. All such recruitment should be done confidentially.*

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STRAFFAN CAMOGIE EXECUTIVE HAS THEREFORE AGREED THE FOLLOWING PROCEDURE FOR ANY PERSON WHO VOLUNTEERS FOR ANY AGE GROUP:

1. Lead Coach/Coach takes contact details of volunteer (name, phone number and email address)
2. Coach sends these contact details to the club secretary via [secretary.straffan.kildare@camogie.ie](mailto:secretary.straffan.kildare@camogie.ie) email, along with details of the group volunteered for.
3. Club secretary informs the Executive.
4. Executive approves or denies the request on a case by case basis. Criteria include the needs for that particular age group and current number of coaches. If groups already have an adequate number of coaches then volunteer's details will be kept on file with their consent, in case of future needs.
5. If approved, the Children's Officer contacts the volunteer and provides information on the Vetting process.
6. Once Vetting has been received, the Children's Officer provides information on the compulsory Safeguarding course.
7. The Children's Officer also provides details of future Foundation coaching Courses. This course cannot be booked until Vetting and Safeguarding has been completed.
8. Once Vetting and Safeguarding has been completed, the Children's Officer informs the Executive and the relevant coach, and the volunteer can now help with the group training.

**Volunteers cannot get involved with an underage group in any capacity until the Children's Officer confirms to the relevant coach that vetting and safeguarding has been completed.**

Please note: Volunteers who are vetted and have completed the Safeguarding course can help with training, but should not 'coach' groups until they have attended the Foundation coaching Course.